

Employee

START

PREPARATION AND PROCESSING OF FOREIGN TRAVEL
(for NASA Form 1167 and Program Travel)

LMS-CP-0012

Revision: H

Objective:

-to ensure that approvals are obtained prior to employees undertaking foreign travel

Approval original signed on file 5/14/08
Associate Director Date

General Information

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:
 NF 1167, Request for Approval of Foreign Training, Non-Program Travel or Gifts of Travel From Non-Federal Sources
 LF 93, Request for Approval for Foreign Reimbursable Travel
 NF 26, Routing Slip

Note 1

Travel outside the United States may take the form of:

- Invitation from another government, industry, or academia
- Travel requested for mission support
- Opportunity to attend a symposium, workshop or conference
- Attendance at training
- News or press coverage
- Extended travel

Note 2

An NF 1167 is required when:

- Non-program travel (excluding Army employees)
- Travel is to a NATO meeting
- Travel is reimbursable to be paid by an external organization
- Export control issues must be addressed (see LMS-CP-1725)
- Travel is to Russia and is not covered under a Blanket Approval Authority Agreement for Russian Travel (the blanket approval authority agreements are maintained by the individual program offices)
- Presentations/exhibits given on any NASA technology (see LMS-CP-5904 to prepare LF 99)

NF 1167 is NOT required for approved program travel which has an agreement between NASA and foreign organization(s). Refer to FMR 301-2.12. However, a travel packet containing all information, excluding the NF 1167, must be submitted to the Foreign Travel Coordinator in order for a "Country Clearance" to be granted.

Note 3

Submit an NF 1167 Package at least 4 weeks in advance of travel. For travel to Russia, package should be submitted as soon as travel dates are confirmed.

Review and Approval Authorities:

- Immediate supervisor
- Organizational Unit Manager
- Office of Chief Counsel (reimbursable travel only)
- Office of the Chief Financial Officer (reimbursable travel only)
- Foreign Travel Coordinator

Identify a need to travel outside the US
(see Note 1)

NF 1167 required?
(see Note 2)

No

Yes

Organizational Unit Secretary

Submit NF 26 and copy of Travel Manager Authorization to the Foreign Travel Coordinator (see Note 5)

Prepare the Foreign Travel Package and route for signature review and approval (see Notes 3, 4, & 5)

Prepare/amend the NF 1167 package or NF 26, and route for review and approval (see Notes 3, 4, & 5)

Foreign Travel Coordinator

Review the package for completeness and accuracy (see Notes 4 & 5)

Ready to be processed?

No

Yes

Center Director or Designee

Perform final review

Process foreign package request

Approve?

Yes

No

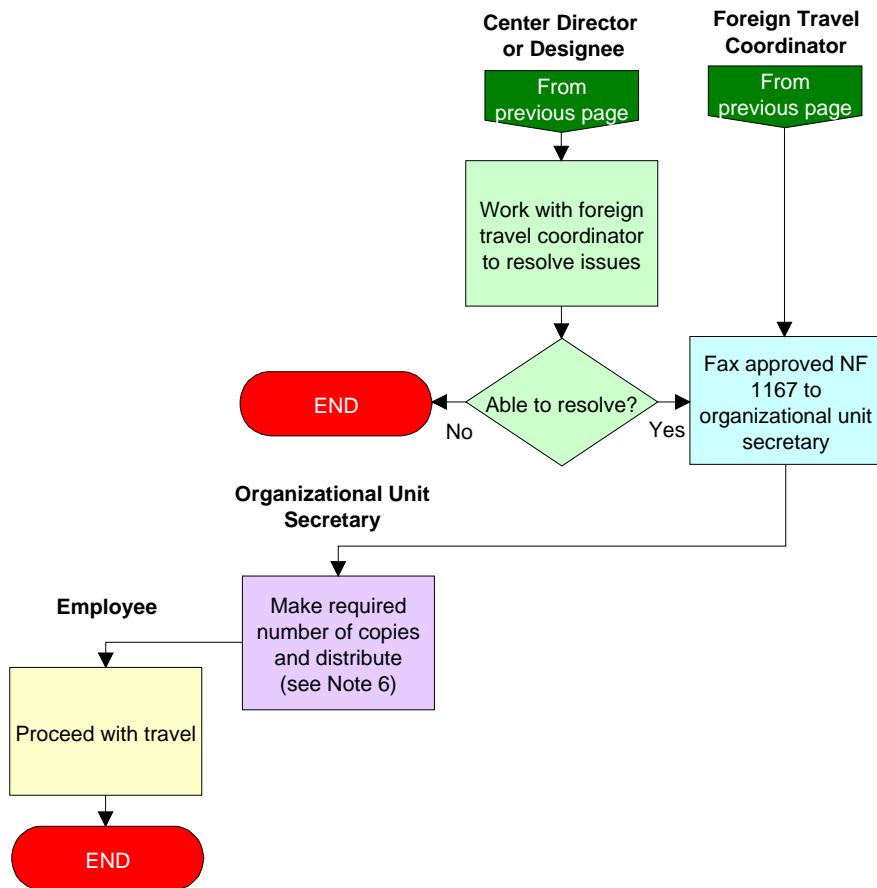
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Note 4

The NF 1167 Package, if applicable, must include:

- LaRC Correspondence Log Cover Sheet
- NF 26, Routing Slip (see Note 5)
- Completed NF 1167
- Invitation letter or conference/meeting announcement
- Travel itinerary (on NF 1167 or attach sheet)
- Copy of approved LF 93 and supporting documentation (reimbursable travel only)
- Copy of LF 99 and abstract (publication/presentation only; see LMS-CP-5904)
- Copy of Travel Manager Travel Authorization



Note 5

The following information shall be included on the NF 26, Routing Slip (refer to sample at <http://cor templates.larc.nasa.gov>).

- Traveler's full name
- Travel dates and destinations
- Name of conference or activity
- Program manager/program being supported
- Passport number and country of birth
- Name/telephone number of hotel

Note 6

Package distribution:

- Correspondence Records Management
- OUM
- NF 1167 initiator
- Traveler's organizational staff assistant